



THE FORREST CENTRE

APPLICATION FOR EMPLOYMENT

Section 1: Notes for Applicants

- A Job Description and verbal advice is available (on request) for each advertised position.
- It is the responsibility of the applicant to make themselves aware of the requirements of the position including any physical demands.
- The Commonwealth Government has mandated that all employees engaged in aged care are required to undergo a national criminal history record check and an annual Flu Vax. It will be a condition of employment that applicants assist with that process and provide evidence of both prior to expiry.
- A medical examination may be a required element of the staff selection process to ensure that the applicant is capable of undertaking the described duties without risk. Any costs incurred for the medical examination will be paid by *The Forrest Centre*.
- A Curriculum Vitae (Resume), qualifications documents and references in support of your application may be attached. Only copies should be supplied as these will be retained.
- Where supplied information is found to be untrue or misleading, the application may be rejected. If found after appointment, the employee may be subject to termination action.
- For nursing applicants only - evidence of qualifying hours worked at other facilities will be required prior to appointment.
- For applicants not born in Australia – evidence of right to work in Australia will be required prior to appointment.

Position Name	
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Applicant's last name	
Other names	
Postal address	
Email Address	
Telephone: business hours	
Telephone: after hours	
Date of birth	
Drivers licence class and no.	

High School Education

Years	
Highest Qualification Awarded	

Tertiary Education (University/College) and Other Qualifications

Year/s	Name of Institution	Qualifications Awarded	Completed Yes/No

Nursing Applicant Only

	Name of Hospital	Year of Graduation
General		
Geriatric		
Psychiatric		
Other		

International Applicants Only

It is a Federal Government requirement that we ensure all employees are legally entitled to work in Australia. Please indicate which piece of right to work evidence you will bring if invited for an interview. (please).

- New Zealand passport with Australian Immigration Entry Stamp
- Foreign passport with Australian Permanent Residency Visa
- Foreign passport with suitable Work Visa Conditions
 - Visa Type _____ Visa Expiry date: _____
- Bridging Visa with suitable Work Conditions
 - Visa Type _____ Visa Expiry date: _____

Employment with *The Forrest Centre*

Are you currently, or have you ever been employed by any of the following (please):

- The Forrest Centre;
- Mary Potter Nursing Home;
- Loreto Home of Compassion;
- Forrest Community Services;
- Community Options (COPS);
- Community Aged Care Packages (CACP);
- Extended Aged Care at Home (EACH);
- ComPacks.

Please provide the names and telephone numbers of two people who can be contacted as referees.

Note: Referees should:

- a) Be work related
- b) Preferably in a supervisory position
- c) Not related to the applicant.

1. Name: _____ Telephone: (____) _____

Organisation: _____

2. Name: _____ Telephone: (____) _____

Organisation: _____

I declare that the statements contained in my application are, to the best of my knowledge, true and correct.

I declare that:

- I have never been convicted of murder or sexual assault; or
- I have never been convicted of, and sentenced to imprisonment for, any form of assault.

I acknowledge that I understand that it is a requirement for persons engaged in aged care to undergo a national criminal history record check. I declare that I will assist the required processes by truthfully completing and signing relevant documentation presented to me, whether prior to or after my employment.

I acknowledge and I understand that it is a requirement for persons engaged in aged care to have had an annual Flu Vax. I declare that I will assist the required processes and provide evidence of my Flu Vax annually while employed in aged care.

I acknowledge that I understand that representatives of *The Forrest Centre* may contact any or all of my nominated referees and it is always at the discretion of the Centre to determine the information necessary to establish an applicant's fitness for the position.

I acknowledge that I understand that I may be required to have a medical examination by a Medical Practitioner nominated by *The Forrest Centre* and agree that a confidential report may be forwarded to the Chief Executive Officer.

I declare that the information provided in my application (including attachments), is truthful in all respects and acknowledge that I understand that any misrepresentation could jeopardise my continued employment with *The Forrest Centre*.

I understand that *The Forrest Centre* is covered by the *National Privacy Principles* as set out in the *Privacy Act* and has in place a *Privacy Policy*. I understand that the Policy sets out the personal information which the Centre may hold and use as part of the consideration of this application and/or subsequent employment. I understand that I may view a copy of the Policy upon request. I understand that I am not obliged to give personal information to the Centre; however, if I choose not to supply the requested details, the Centre may not be able to offer a position of employment.

(Applicant's signature)

____/____/____
(Date)

For Office Use Only

Establishment No:	
Commencement Date:	
Employment Status:	Full-time Part-time Casual
Department:	
Employee Replaced:	
Employment Authorised:	
Date of Approval:	